

# Supervisor



**Job Code:** 4231  
**Grade:** 129  
**Reports to:** Public Works Operations Director  
**Salary Range:** \$51,350 - \$78,767  
**FLSA Status:** Non-Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs difficult technical and skilled work in supervision of multiple crews engaged in general maintenance, repair, or construction projects; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for assisting in developing and maintaining a comprehensive and uniform maintenance program and for supervising crews engaged in work requiring the skill, ability, knowledge, and dexterity of several trades utilized in repair and maintenance. Work includes the preparation of manpower, material, and cost estimates for individual projects and requires the exercise of considerable independent judgment and initiative in carrying out assignments. Duties are performed under general direction and are reviewed through conferences while in progress and upon completion of assignment.

## **ESSENTIAL FUNCTIONS**

Planning, coordinating, overseeing, and supervising crews involved in the operation, construction, maintenance, and repair of public facilities; preparing and maintaining appropriate records and files.

## **EXAMPLES OF WORK**

- Oversees, supervises, and directs crews involved in street construction, maintenance, and repair, mowing, horticulture, parks maintenance, special events, and related activities.
- Schedules and assigns personnel and equipment to work force leaders and assigns them to particular jobs.
- Under supervision, coordinates use of equipment, materials, and manpower.
- Inspects work to ensure compliance with instructions, plans, and work orders.
- Receives requests for follow-up work or special work and ensures that work is carried out.
- Gives advice, guidance, and training to work force leaders.
- Keeps records and prepares reports.
- Inspects field work of assigned crews in a variety of work situations.
- Oversees the planning, planting, maintenance, and repair of grounds and park areas.
- Oversees landscaping, trash collection, recycling, and special events.
- Operates construction and maintenance equipment.
- May act as division superintendent as assigned.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of repair, operation, maintenance, rehabilitation, and construction of facilities and services to which assigned; thorough knowledge of the tools, materials, and equipment used in such work; thorough knowledge of the occupational hazards and safety precautions of the work; skill in assigning and supervising the work of others; ability to prepare reports, drawings, and sketches; ability to establish and maintain effective working relationships with subordinates and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate, supplemented by three (3) to five (5) years of progressively knowledgeable and skilled experience and specialized training in the field appropriate to the job; considerable experience in supervision of small crews; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Heavy work requiring the exertion of up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, and operation of motor vehicles or equipment.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.